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SECRET
(CLASSIFICATION)

62-5549

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. A-30

Date 3 August 1962

TO : Chief, Central Processing Branch
Records and Services Division
Office of Personnel

VIA : Deputy Director (Support)

SUBJECT : Travel by Agency Personnel

REFERENCE:

As a matter of priority could you let me have a breakdown of how many Agency personnel travelled by tourist, and how many by first class air travel. If you have it broken down by those on TDY and those on PCS this would be helpful. If it is possible, I would like these for the first six months of 1962.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK/jrc
Distribution:
Orig & 1 - Addressee
1 - DDCI (for info.)
1 - Executive Director
1 - ER

SUSPENSE DATE: 8 August 1962

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Excluded from automatic downgrading and declassification

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DDCI		
2	ER		
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE	XXX	INFORMATION		SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
L. B. Kirkpatrick, Executive Director	3 Aug 62

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